

## **Guidance for Managers**

### **Requests for assistance**

When a request for a piece of equipment or furniture i.e. desk, chair, is received, ask the employee or student to refer to the COVID-19 Homeworking DSE webpage where they can access guidance and the [homeworking self-assessment form \(covert 19 version\)](#) to be completed and the findings can then be discussed with them.

### **Adjustments or equipment required**

In most cases only minor adjustments need to be made or straightforward pieces of desktop equipment or an adjustable chair will be required. Some equipment may be available from University stock, however some may need to be purchased direct from suppliers.

### **Transportation of existing or delivery of new equipment**

The distance of the employee or students home from the Exeter campuses will dictate whether items can be transported from the campus to home via the delivery service, or whether purchases need to be made so that the supplier can deliver instead.

For larger items such as desks these will need to be purchased direct from the supplier and delivered by them to the home address regardless of their location.

### **Requests for printers**

Requests for printers cannot be made by the delivery service from campus. Printers will need to be purchased and delivered to the home address via the supplier. IT are unable to provide technical support for printers.

### **Facilitators**

Each College/Service have key contacts who can place orders with suppliers for new equipment if required.

- College key contacts
- Service key contacts

### **Complex or specialist adjustments or equipment**

Some staff/students may require adjustments that are more complex or specialist. In this instance managers may contact the [Health & Safety Team](#) for advice.

### **Confidentiality and disclosure of medical conditions or a disability**

There is no obligation on staff/students to disclose details about their health condition, diagnosis, disability or treatment. Medical information is confidential and any disclosure should be treated with the greatest respect and confidence.

### **Further information**

To assist with decision making regarding the issues raised or the need to purchase equipment, further information can be found in the 'Equipment' section.

## CHANGE MANAGEMENT

Version	Release Date	Originator	Summary of changes
V1	23rd April 2020	H&S Team	Approved by Gold
V1.1	23 <sup>rd</sup> July 2020		Removal of Occupational Health email contact details for complex advice

## DISTRIBUTION LIST

Role / Electronic file location	Name
<a href="#">COVID-19 DSE Homeworking Website</a>	

